



Illinois Commission on Equity and Inclusion NIGP Code Revision Request Form

Per CEI Notice 2023.3, prime vendors without Business Enterprise Program (BEP) or Veteran Business Program (VBP) certifications must use certified BEP and/or VBP subcontractors registered in the solicitation's NIGP codes unless they obtain revision approval from the purchasing entity before the bid opening date. Self-performing certified BEP/VBP prime vendors must be registered in all of the solicitation's NIGP codes unless they obtain revision approval from the purchasing entity before the bid opening date.

Section I – General Information (to be completed by the requesting vendor)

Vendor Name:	<input type="text"/>
Purchasing Entity:	<input type="text"/>
Bulletin Reference Number:	<input type="text"/>
Solicitation Title:	<input type="text"/>
Solicitation Description:	<input type="text"/>
Current BEP Goal Percentage:	<input type="text"/>
Current VBP Goal Percentage:	<input type="text"/>

Section II – Vendor Justification (to be completed by the requesting vendor)

Are you certified in the BEP or VBP programs?

Select the appropriate option:

List the NIGP codes specified in the solicitation:

Which NIGP codes are you currently registered in?

Select the type of NIGP code revision:

List the NIGP Codes that should be added. If this field is not applicable, enter "N/A".



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List the NIGP Codes that should be removed. If this field is not applicable, enter "N/A".

Provide a justification for the requested revision(s):

Did you contact vendors in the current NIGP code pool? If yes, list the vendors below. If no, explain why.

Section III – Vendor Certification and Signature (to be completed by the requesting vendor)

The undersigned certifies that the statements set forth in this document are true and accurate.

Printed Name:

Title:

Phone Number:

Email Address:

Vendor Signature:

Date:

Note: Submit the completed form to the appropriate purchasing entity contact for review and processing.

Section IV – Purchasing Entity Determination (to be completed by the purchasing entity's procurement officer)

- ☐ I approve this request.
☐ I do not approve this request.

Comments:

Printed Name:

Email Address:

Purchasing Entity Signature:

Date: